

HOUSING PROG / POLICY SPEC , Program Evaluation

\$ 24.61-\$ 36.50 hourly, \$ 51,386-\$ 76,212 annually

Date Posted: 07/26/2010

Closing Date: 08/13/2010

Working Title: Research/GIS Specialist

Hiring Agency: Housing Finance Agency

Location: St. Paul

Who May Apply: **Open to all qualified job seekers**

Posting Number: 10HFA000005

Employment Conditions: Permanent, Full-time

Work Shift: Day Shift

Days of Work: Monday-Friday , 08:00 AM-04:30 PM

Travel Required: no

Job Grouping: Finance Regulatory Econ Devel

Classified Status: Classified

Job Description:

- Professional housing program and housing policy development work.
- Provide GIS services to the entire agency, including spatial analysis, community assessments, mapping and data management.
- Provide support to Minnesota Housing staff in the development, analysis and evaluation of housing policies and programs.
- Respond to information requests from agency staff and the general public.

Minimum Qualifications: KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

- Bachelor's degree with at least five years of professional experience in urban/regional planning, public policy research and evaluation, or equivalent work.
- Experience using ArcGIS (or an equivalent mapping tool) and working with GIS data files in an academic or professional setting.
- Knowledge of GIS data management issues and strategies.

- Strong quantitative analysis skills, including:
 - Academic (school work) or professional experience using Excel or an equivalent spreadsheet package, and
 - academic or professional experience using SPSS, SAS, STATA, or an equivalent statistical package.
 - Strong interpersonal and communication skills.
 - Ability to handle multiple projects simultaneously.
 - Knowledge of affordable housing issues.
- Requires occasionally lifting and/or carrying such articles as file folders, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties.

Preferred Qualifications:

- Advanced degree (masters or PhD) in urban and regional planning, public policy, evaluation, research methods, or an equivalent with at least five years of professional experience in urban/regional planning, public policy research and evaluation, or equivalent work.
- At least five years of professional experience using ArcGIS (or an equivalent mapping tool) and working with GIS data files.
- Professional experience in managing GIS data.
- At least three years experience working with large data files for analysis using SPSS, SAS, STATA or an equivalent statistical package
- At least five years experience working in the affordable housing field.
- Extensive knowledge of Minnesota Housing programs and operations.
- Strong writing skills and professional experience in

writing research and evaluation reports

Selection Process: The selection process is a resume-based, skill-matching process. Your resume will be entered into a database. The software program matches your skills with the skills needed to perform the duties of the position. If your skills match the required skills for this position, the department may contact you.

If you have already submitted a resume to this database within the last 12 months that clearly identifies your knowledge, skills, abilities, and experience, you do not need to submit another.

How to Apply: You are strongly encouraged to submit your resume to the database through the online Resume Builder at <https://statejobs.doer.state.mn.us/ResumeBuilder>. You may copy and paste your existing resume or let the software create a resume for you. You may edit your resume later should your contact information or experience change. The Resume Builder also collects your work preference information so we can match you with this posting and future job openings to which you apply.

If you have already submitted a resume to this database within the last 12 months that clearly identifies your knowledge, skills, abilities, and experience, you do not need to submit another. However, to ensure consideration for this position, both new and returning applicants need to apply directly to this posting number by checking the Apply for this job box found near the top of this announcement.

Current State Employees: Please note that employment provisions (including but not limited to seniority and leave accrual) vary among the three branches of Minnesota State government. When considering a job with another branch of state government, you are highly encouraged to explore these differences. For assistance, please direct questions to both your current and anticipated Human Resources offices.

If you wish to apply with a paper copy, submit your resume AND a completed State of Minnesota Employment Application form to: Minnesota Management Budget (MMB), 400 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155. Be sure to indicate the posting number of this job on your application. The paper application is available on the State Employment Web and MMB web sites, at any state

agency HR office, or by calling 651-259-3637.

Contact for More Information: John Patterson, 651-296-0763 / john.patterson@state.mn.us.